

**Bureau for Private Postsecondary and Vocational Education**

400 R Street Suite 5000, Sacramento, CA 95814-6200
 P.O. Box 980818, West Sacramento, CA 95798-0818
 (916) 445-3427
 www.bppve.ca.gov

**APPLICATION TO ADD A COURSE**

The information below refers to the enclosed Application for Approval to Provide Educational Services under California Education Code Section 94915, Revised January 2001.

To **ADD A COURSE**, Please complete the following sections of the enclosed Application.

Part A **Certifications**

Section 1 Application Affidavit

Part B **Application**

Section 2 Mission and Objectives

Section 4 Description of Course

Section 5 Instructors

Section 6 Facilities

Section 7 Student Records

Section 8 Student Services

Section 9 Admission Standards and Graduation Requirements

Section 11 Catalog and Other Publications

Part C **Appendix**

Form 1 Instructional Clock Hour Disclosure

Form 3 Catalog Certification and Disclosure

When the application is complete, assemble the materials in a clasped folder or small binder. Mail one copy of the application with the application filing fee payable to the Bureau for Private Postsecondary and Vocational Education (B.P.P.V.E). Please keep one copy for your records.

The fee to **ADD A COURSE** for institutions whose annual gross revenue is:

<u>\$1.0 million or more</u>	<u>\$100,000 to \$999,999</u>	<u>Under \$100,000</u>
\$380	\$360	\$340

The fee to **ADD A COURSE** subject to **Article 7, The Maxine Waters Act**:

\$950	\$900	\$850
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The **ADD A COURSE** fee is site specific. A **separate ADD A COURSE fee** must be paid for the main and for each branch location. If the new course is subject to Article 7 and the institution paid for the Article 7 fee in connection with its last application for approval or reapproval for the main and the applicable branch location, the Article 7 fee does not apply.

For assistance with this application, telephone the Bureau and ask to speak with the NonDegree Duty Day Staff Person @ 916/445-3427.

INTRODUCTION

These instructions provide directions to prepare a completed Application for Approval to Provide Educational Services under Education Code §94915. The application is divided into three parts and thirteen sections.

- ❖ PART A. CERTIFICATION
Section 1 Application Affidavit

- ❖ PART B. APPLICATION
Section 2 Mission and Objectives
Section 3 Organization and Management
Section 4 Description of Course
Section 5 Instructors
Section 6 Facilities
Section 7 Student Records
Section 8 Student Services
Section 9 Admission Standards and Graduation Requirements
Section 10 Student Protection
Section 11 Catalog and Other Publications
Section 12 Ownership and Financial Reports
Section 13 Operational Plan (New Institutions only)

- ❖ PART C. FORMS
Form 1 Instructional Clock Hour Disclosure
Form 2 Custodian of Records/Student Complaints Designee
Form 3 Catalog Certification
Form 4 Student Tuition Recovery Fund
Form 6 Letter of Representation
Form 7 Sample Balance Sheet
Form 8 Sample Income Statement

Included with this application packet is a copy of:

1. The New Private Postsecondary and Vocational Education Reform Act of 1998 (the Act).
2. The Regulations relating to the approval of Vocational and Non-Degree schools, Agents, and Agencies and the Student Tuition Recovery Fund (the Regulations).
3. A Certificate of Authorization for Service (CERT) application for Directors and Instructors.
4. Decision Tree.
5. Requirements Matrix.
6. Fee Schedule.

If you need additional CERT applications, the annual fee schedule or any of the forms referenced in the application, please telephone the Bureau at (916) 445-3427, or FAX your request to (916) 322-2615.

Note: "It is the sole responsibility of the school/institution to keep their approval status current and to submit the re-approval application on a timely basis, at least three months prior to the expiration date."

GENERAL INSTRUCTIONS

1. Read and become familiar with the New Private Postsecondary and Vocational Education Reform Act of 1998 (the Act). The Act is also referred to as the California Education Code (CEC Sections §94700-§94999). You should also read and become familiar with the Regulations. The Regulations are numbered from §70000 through §76210.
2. INITIAL APPLICATION: If an institution is not approved to operate in California when it applies for approval to operate, the institution must file an operational plan with its application. The guidelines for the operational plan are described in Section 13 of this application.

If the Bureau determines that the operational plan satisfies the minimum standards, and believes that the institution will implement the plan, the Bureau will grant a temporary approval to operate. The Bureau will inspect the institution, by law, within 360 days after operation has begun. If the Bureau determines that the institution is in compliance, it will grant an approval not to exceed four years under the temporary approval. The processing time for new applications is described in CCR §73500.

3. REAPPROVAL APPLICATION: It is the sole responsibility of the institution to keep their approval status current and to submit re-approval applications on a timely basis (at least three months prior the expiration date).
4. APPLICATION FEE: The application fee is nonrefundable. Read the following information to determine which application fee applies to your institution:

Annual Revenue/Projected Annual Revenue	\$1.0 million or more	\$100,000- \$999,999	Under 100,000
New or Re-Approvals (includes new branch locations):			
Application with up to five courses/programs* of instruction	\$950	\$900	\$850
Each additional course/program* of instruction	\$95	\$90	\$85
One course of instruction subject to the Maxine Waters Act	\$950	\$900	\$850
Application for non-profit public benefit corporation	\$1140	\$1080	\$1020
Changes to an Approved Course or Institution			
Addition of course of instruction	\$380	\$360	\$340
Additional courses subject to the Maxine Waters Act	\$950	\$900	\$850
Change of Main or Branch location	\$285	\$270	\$255
Change of ownership	\$850	\$850	\$850

- A. The non-profit public benefit corporation must be organized pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, and the institution must offer education limited to instruction in employment and skill training at no charge to the people receiving the education. If the institution is a non-profit public benefit corporation, but charges a fee for the educational service, the fees are the same as "all other institutions".
- B. All other institutions: The application fee is on a sliding scale based on the institution's annual gross revenue (refer to the above scale). For instance, if the institution's annual gross revenue or projected gross is under \$100,000 then the fee is \$850 for up to five courses, and \$85 for each additional course. There is an additional fee of \$850 for one course of instruction subject to Article 7. A separate application fee must be paid for the main location. Also a separate fee is required for each branch location for the initial approval. Refer to §94719 for the definition of "Branch".

*Courses can also be identified as programs – made up of classes.

- C. The ADD A Course fee will cover the main and all branches and is not site specific. If the new course is subject to Article 7 (Maxine Water's Act) and the institution already paid the Article 7 fee in connection with its last application for approval or re-approval for the main and applicable branch locations, the Article 7 fee does not apply. However, if the new course is subject to Article 7, and has not paid the Article 7 fee, then the Article 7 fee is required with the add course fee.

For Assistance with this application telephone (916) 445-3427 and ask to speak to the non-degree duty day staff person.

To calculate the application fee, complete the work sheet printed on the following page. This worksheet must be completed for each main location.

5. MAILING THE APPLICATION: When the application is complete, assemble the materials in a white binder. Mail one copy of the application, the application filing fee worksheet and the application filing fee to:

Physical Address:

Bureau for Private Postsecondary Vocational Education
(BPPVE)
400 R Street, Suite 5000
Sacramento, CA 95814-6200

Mailing Address:

Bureau for Private Postsecondary Vocational Education
(BPPVE)
P.O. Box 980818
West Sacramento, CA 95798-0818

NOTE: If you paid \$25 (twenty five dollars) for the application, deduct \$25.00 from the application filing fee. Be sure to keep a copy of the application and application filing fee worksheet for your records.

APPLICATION FILING FEE WORKSHEET

School Code: _____

☐ Initial Application & ReApproval Complete (A,C,G or B,C,D,G)
 ☐ Add Course (D,E)
 ☐ Main Location (A,C,G or B,C,D,G)
 ☐ Branch (A,C,G or B,C,D,G)
 ☐ Change Ownership (F,G)

School Name: _____

Street Address: _____

City _____ State _____ Zip Code _____

ANNUAL REVENUE/PROJECTED ANNUAL REVENUE:**\$1,000,000
Or more****\$100,000-
\$999,999****Under
\$100,000**

A. Non-profit public benefit corporation
(Refer to Page 2, Section 4A for definitions) Skip to C.

↓ ↓ ↓
 \$1,140.....\$1,080.....\$1,020.....A. _____

B. List the Courses/Programs you plan to offer
at the institution.
(Application with up to 5 courses/programs)

**\$1,000,000
or more****\$100,000-
\$999,999****Under
\$100,000**

↓ ↓ ↓
 \$950.....\$900.....\$850.....B. _____

1. _____

2. _____

3. _____

4. _____

5. _____

For each course in excess of the five courses add:

**\$1,000,000
or more****\$100,000-
\$999,999****Under
\$100,000**

C. List additional courses/programs over five.
Total courses over five _____ X

↓ ↓ ↓
 \$95.....\$90.....\$85.....= C. _____

6. _____

7. _____

8. _____

9. _____

10. _____

D. If any one course is subject to Article 7, add
(\$950, \$900, or \$850) accordingly based on revenue.

**\$1,000,000
or more****\$100,000-
\$999,999****Under
\$100,000**

↓ ↓ ↓
 \$950.....\$900.....\$850.....D. _____

E. For each Add Course Filing Fee
Total course _____ X

↓ ↓ ↓
 \$380.....\$360.....\$340.....E. _____

F. For Change of Ownership Fee = \$850 (regardless of revenue earnings) F. _____

G. The application fee for this site is the TOTAL of lines A, B, C, D, E, and F.....G. _____

☐ Additional courses for this site are listed on the back of this worksheet.

PART A. CERTIFICATIONS

INSTRUCTIONS

Section I: APPLICATION AFFIDAVIT

CEC §94719, 94742, 94802 (a) (6), 94818, 94846, 94836, 94857; CCR §73110, 73120, 73130, 73165

1.1 Institution

- A. The institution name must be the legally registered name of the school. Type the name precisely as it appears on supporting documents, such as the articles of incorporation, fictitious name filing, or non-profit status filings. If applicable please provide a copy of the Fictitious Business Name Statement. Use this name consistently in your application materials and school catalog.
- B. To operate in California, a private postsecondary educational institution must maintain a California street address. There must be a primary administrative location, which is the institution's principal place of business, where records are kept.
- C. A post office box number can be designated as a mailing address, but not as a primary administrative location.
- D. Be certain to include the area code for each telephone or FAX number.
- E. The street address of each location at which the educational services or education program will be offered, including the identification of the institution's main campus, branches and satellites. Attach additional sheets if necessary.

1.2 Ownership and corporation status Specify the type of ownership:

- A. An individual owner is the same as a sole proprietorship. One person owns all assets and liabilities of the institution.
- B. A partnership exists when two or more individuals share ownership by virtue of a written partnership agreement.
- C. A corporation exists when formal articles of incorporation are created, signed, and legally registered with the California Secretary of State. If you checked "Corporation," specify the state where incorporated.
- D. Specify the tax status: "Non-Profit" or "Profit". If "Non-Profit", specify if "Public Benefit" or "Religious".

1.3 Owner(s)

Identify the name, street address (not a P.O. Box), telephone number, and driver's license number of each owner. Attach an additional sheet if necessary. If the owner is a corporation enter the legal name of the registered corporation in California.

1.4 Institution's Contact Person

Designate an individual who the Bureau will contact to discuss the application and schedule the site visit review. This person must have the authority to conduct transactions on behalf of the institution.

1.5 Agent for service of process within California

Identify a person who has consented to act on behalf of the ownership as the designated agent for service of process and upon whom legal papers may be served. The designated agent for service of process must provide a California address, not a post office box, which is not the institution's primary administrative location.

1.6 Institutions operated by this owner

A. Each owner of the institution must disclose the names and addresses of all private postsecondary institutions currently operated in California. This applies to the individuals whose names appear in subsection 1.3 and whose signatures appear in subsection 1.9. Refer to §94846 and 94836 and §73130.

B. Each owner of the institution must disclose the names and addresses of other private postsecondary institutions operated in California in the past seven years. This applies to the individuals whose names appear in subsection 1.3 and whose signatures appear in subsection 1.9. Refer to §94846 and 94836 and §73130.

1.7 The owners are to certify to these statements under penalty of perjury. Attach an explanation for each "Yes" response.

1.8 The owners are to certify to these statements under penalty of perjury. Attach an explanation for each "Yes" response.

1.9 Declaration under penalty of perjury

The application is a legal document. Submit only original signatures. It must be signed by each owner, partner or member of the board. If the institution is incorporated, each owner of ten percent (10%) or more of the stock must sign. If it is incorporated and the stock is publicly traded through a stock exchange, the president or chief executive officer of the corporation must sign. If it is a non-profit corporation, each member of the governing body must sign (§73440).

BUREAU FOR PRIVATE POSTSECONDARY
AND VOCATIONAL EDUCATION
(BPPVE)
400 R Street, Suite 5000
Sacramento, CA 95814-6200

OFFICE USE ONLY (APP REV 10/00)

DATE RECEIVED

APPLICATION FEE

SCHOOL CODE

APPLICATION for approval to
Provide educational services
under §94915

PART A. CERTIFICATION

Section 1. Application Affidavit

Please check applicable category:

☐ Initial Application ☐ Add Course ☐ Main Location ☐ Branch ☐ Change Ownership

1.1 INSTITUTION

A. _____
Name

B. _____
Primary Administrative Location

City State Zip Code

C. _____
Mailing Address (if different)

City State Zip Code

D. (_____) (_____) _____
Telephone Number FAX Number

E. _____
Main Campus Address State Zip Code

___ Branch ___ Satellite _____
Address

_____ School Code _____
City Zip Code

___ Branch ___ Satellite _____
Address

_____ School Code _____
City Zip Code

F. Please provide a Website address if any _____

1.2 OWNERSHIP TYPE AND CORPORATION STATUS (Please check)

- A. ☐ Individually owned; sole proprietorship
- B. ☐ Partnership: ☐ General ☐ Limited
- C. State where incorporated: _____ Date: _____
- D. Name of corporation (on Articles of Incorporation): _____
(If applicable, please include copies of the Articles of Incorporation)
☐ Profit
☐ Non-Profit: Religious ☐ Public Benefit ☐ Mutual ☐

1.3 Owners(s) Attach Additional Sheets if necessary

Name		CA Driver's License Number
Street Address		
City	State	Zip Code
()	()	
Telephone Number	FAX Number	

Name		CA Driver's License Number
Street Address		
City	State	Zip Code
()	()	
Telephone Number	FAX Number	

1.4 Institution's Contact Person

()	
Name/Title	Telephone Number
Address	
City	Zip Code

1.5 Agent for Service of Process Within California

()	
Name	Telephone Number
Address	
City	Zip Code

1.6 A Name and address of other private postsecondary institutions currently operated by this owner:

1.6 B Name of other private postsecondary institutions operated by this owner in the past seven years:

1.7 Are there any legal or administrative actions pending against the institution, ownership, any of the owners, officers, administrators, or instructors, by any federal, state, or local law enforcement agency?

_____ NO _____ YES (If Yes, attach an explanation)

1.8A Has the institution, an owner, person in control, director, or officer of the institution been found in any criminal, criminal civil, or administrative proceedings to have violated any law regarding the obtaining, maintenance, or disbursement of state or federal loan or grant funds, or any other law substantially related to the operation of the institution?

_____ NO _____ YES (If Yes, attach an explanation)

1.8B Does the institution, or an owner, person in control, director, officer, or institution have unpaid financial liabilities involving the improper acquisition, use, expenditure, or refund of state or federal financial aid funds?

_____ NO _____ YES (If Yes, attach an explanation)

1.8C Has the owner, person in control, director, or officer of the institution owned or served as a director of officer of an institution that is now closed?

_____ NO _____ YES (If Yes, attach an explanation)

1.8D Has the owner, person in control, director, or officer of the institution had the capacity, directly or indirectly, to direct or influence the management, policies, and conduct of an institution that is now closed?

_____ NO _____ YES (If Yes, attach an explanation)

1.8E Does the owner, person in control, director, or officer of the institution owe full refunds or compensation for actual damage to students resulting from the closure of an institution?

_____ NO _____ YES (If Yes, attach an explanation)

1.9 Declaration Under Penalty of Perjury

Each owner partner or member of the board must sign the application. If the institution is incorporated, each owner of ten percent (10%) or more of the stock must sign. If the institution is incorporated and the stock is publicly traded through a stock exchange, the president or chief executive officer of the corporation must sign. If the applicant is a non-profit corporation, each member of the governing body must sign.

"I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct."

A. _____
Signature _____ Date _____

Printed Name _____ Title _____

Social Security Number (optional) _____ CA Driver's License Number _____

Street Address (Cannot be a P.O. Box) _____

City _____ State _____ Zip Code _____

Owning _____ % of Ownership Member, Board of Directors _____ General Partner _____

B. _____
Signature _____ Date _____

Printed Name _____ Title _____

Social Security Number (optional) _____ CA Driver's License Number _____

Address _____

City _____ State _____ Zip Code _____

Owning _____ % of Ownership Member, Board of Directors _____ General Partner _____

Attach additional sheets if necessary

PART B. APPLICATION INSTRUCTIONS & QUESTIONS

INSTRUCTIONS

RESPOND TO EACH ITEM IN EACH APPLICATION SECTION BY PROVIDING A CONCISE ANSWER THAT IS COMPLETE IN AND OF ITSELF, FOLLOWING EACH QUESTION. DO NOT RESPOND, "SEE CATALOG" or "REFER TO SECTION A." or "SEE ATTACHED AT APPENDIX". PLACE EXHIBITS OR EXAMPLES IMMEDIATELY AFTER EACH QUESTION.

IF A QUESTION DOES NOT APPLY TO THE INSTITUTION, PROGRAM/COURSE OR EDUCATIONAL SERVICE, WRITE "NOT APPLICABLE" AND THE REASON WHY THE ITEM IS NOT APPLICABLE TO THE INSTITUTION. For example, "Not Applicable, we do not advertise placement services."

It is not necessary to repeat the question, or list each response on a separate page. **HOWEVER, EACH SECTION SHOULD BE SEPARATED WITH A DIVIDER OR TAB LABELLED WITH THE NAME/NUMBER OF THE SECTION.** Please number the pages of the application.

For purposes of this application, the term "course" or "program" is used to describe the "educational service" or "course of study" that you are seeking approval to offer. A "course", "program" or "educational service" is either a single course/program or a related series of course/program. For a definition of "course of study" and "educational service," refer to §94725 and §94729 of the Education Code.

For example, you may offer a course/program called "Medical Assistant-Front Office." This course may be made up of a series of classes such as "Insurance Forms," "Introduction to Computers," and "Scheduling." In this case you would provide information for the course "Medical Assistant-Front Office", (the individual classes will be listed on the clock hour form as part of section 4). If the course is only one class, then the course is the same as the class.

THE APPLICABLE REGULATIONS AND STATUTES

Each section of the application contains the applicable California Code of Regulations (CCR) and California Education Code (CEC) reference for that section. It is important that you read the pertinent sections of the Regulations and Education Code before responding to the questions in the application. In addition, the Regulations contain additional instructions for the following schools: Cosmetology Schools (refer to §73760); FAA Certified Flight Schools (refer to §73470); Truck Driving Schools (refer to §73480).

INSTITUTIONS WITH MULTIPLE LOCATIONS

Application Affidavit (Part A) must be completed for each site. Institutions that offer the same course/program or class at multiple locations need to submit an application for each of those locations. In addition, the applicable fees must be paid for each "Main and Branch Location". You must also complete the questions in the application that are unique to that location and attach the response to the Application Affidavit pages.

INSTITUTIONS REGULATED BY OTHER FEDERAL OR STATE AGENCIES

Institutions that are regulated by other federal or state agencies must be able to demonstrate compliance or the intent to comply with the applicable federal or state regulations at the time the Bureau conducts the site visit.

Section 2: MISSION AND OBJECTIVES

CEC §94915 (b), 94790, 94785, 94786; CCR §73350

2.1 State the Institution's mission and objectives.

The mission statement describes the institution's purpose and the kind of education or training offered. This statement should describe the student population for whom the instruction is intended and the expected outcomes for graduates. Vocational institutions should describe the occupation for which the course prepares students.

2.2 If the institution claims exemption from Article 7, commencing with Education Code §94850, cite the basis for the exemption and reference the applicable Education Code Section.

Institutions approved under Education Code §94915 may be eligible for the institutional exemption from Article 7. To determine if your institution is exempt, read Education Code §94785.

Example: The institution claims exemption as a non-profit public benefit corporation under Section §94785.

If the institution is exempt from Article 7, then it must comply with §94800.

2.3 If a course of study or other educational service offered claims exemption from Article 7, commencing with §94850, cite the basis for the exemption and reference the applicable Education Code Section. If a specific course is exempt from Article 7, then it must comply with §94800.

While the institution may not be exempt from Article 7, some of the courses offered may be exempt. To determine if any courses are exempt from most of Article, read §94790. Note: All courses must comply with §94832 and §94831.

Section 4: DESCRIPTION OF COURSE

CEC §94725, 94915 (b), 94854, 94873, 94875; CCR §73200, 73210, 73230, 73700, 73280, 73710, 73880

- 4.1 For each course of study, provide a course syllabus that complies with CCR §73880, and complete the Instructional Clock Hour Disclosure, Form 1 in the Form section Part C.
- 4.2 For each course of study, provide the following information:
- A. A description of the equipment to be used during the course. Specify the ratio of students to equipment. For each item of equipment, indicate whether it is owned, leased, rented, or licensed for short or long-term, or owned by another and used without charge.
 - B. A projection, and the bases for the projection, of the number of students that the institution plans to enroll in the course during each of the three years following the date this application is submitted.
 - C. State the number of faculty needed and the academic and experiential qualifications to teach the course.
 - D. For new institutions only or if the course has not been offered by the institution within the prior year, provide a feasibility study establishing job market demand. The feasibility study should include the following information:
 - 1. Projected number of graduates from other vocational training programs in the labor market area.
 - 2. The average starting salary.
 - 3. The average salary, from sources such as the employment classifieds or the Private Industry Council (PIC).
 - 4. Other pertinent data collected within the last two years, such as the availability of jobs in the field, or the projected number of jobs in the field.
 - E. For new institution only or if the course has not been offered by the institution within the prior year, provide **three** employer letters for **each** program to be offered, on employer letterhead with a mailing address and telephone number, and include original signatures (copies are not accepted). The statement should indicate that each employer:
 - 1. Reviewed the course curriculum and equipment used in the course (specify the program(s) reviewed).
 - 2. Finds that the curriculum and equipment satisfy the job training needs of employers in the labor market area.
 - 3. Would be willing to hire graduates of the course based on the training offered if the employer had job vacancies.
 - 4. Does not have a financial interest in the institution, and the institution's owner does not have a financial interest in the employer's business.

- F. For all institutions, describe how the institution will gather data, at least annually, from employers to determine whether the institution's curriculum, instruction, equipment, or other materials meet changes in the contemporary job market as described in CCR §73700 (c).

4.3 If the instruction is represented to lead to employment that requires state or local licensure:

- A. Describe the educational requirements for state or local licensure and how the instruction prepares students to satisfy those requirements and to prepare for the licensing examination.
- B. Provide the exam passage rates for students who completed the course during the previous twelve months.

4.4 If the institution offers a course in a language other than English, provide the following for each course:

- A. The number of students grouped by the language in which they are fluent.
- B. The language in which the course will actually be offered to each language group of students.
- C. The number of instructors who will teach each language group of students and the instructors' qualifications to teach in that language.
- D. The language of the textbooks and other written materials to be used by each language group of students.

4.5 For schools offering truck driver training programs please respond to each item in Section 73480 and 94925.

Section 5: INSTRUCTORS

CEC §94915 (b), 94920; CCR §73270, 73660, 73690

5.1 For each instructor, provide the following information:

- A. Name.
- B. Certificate of Authorization (CERT) #.
- C. CERT expiration date.
- D. List the classes the instructor will teach.
- E. The total number of hours per week the instructor will be present at the location where the instructor teaches.

If the instructor does not possess a CERT, specify the date the application was submitted to the Bureau.

Section 6: FACILITIES

CEC §94915 (b); CCR §73280, 73280 (d), 73290, 73710

To avoid incurring any additional expenses, the Bureau recommends that you consider postponing the finalization of any lease documents for facilities or the hiring of any instructors until such time as you have been notified that your application has been reviewed pending approval.

- 6.1 Submit a floor plan of the physical facilities for each location at which the course or education program will be offered. The floor plan should include building diagrams or campus maps. The diagrams or maps should identify the location of classrooms, laboratories, workshops, and libraries.
- 6.2 Describe the physical facilities, including the square footage and room capacity, and the number of students to be accommodated in the facility.
- 6.3 Describe the library services, general holdings and other learning resources.
- 6.4 Explain how the library is sufficient to support the instructional needs of students and to prepare students for the occupations or job titles to which the educational services are represented to lead.
- 6.5 If a library does not exist, describe any other arrangements that the institution might have to assure that students have access to library facilities.
- 6.6 If distance learning instruction is offered, describe the policy and procedures for supplying the library and learning resources to these students.
- 6.7 Please provide a current Fire Inspection Report.
- 6.8 Provide a map and directions for driving to your main campus from the nearest major highway or freeway. The map may be hand drawn, and should include north/south/east/west designations.

Section 7: STUDENT RECORDS

CEC §94915 (b), 94800, 94829; CCR §73160, 73170, 73310, 73420, 73765, 73780, 73900, 73910

- 7.1 Describe how educational records are or will be organized, maintained and stored. Will academic and financial records be maintained in separate files? Specify the types of documents contained in student files. The student's files shall, if applicable, contain the information as described in CCR §73900.
- 7.2 Submit a sample of the forms used to maintain student attendance, grades, and previous education and training.
- 7.3 Submit a copy of the document awarded upon successful completion of the course as described in CCR §73780.
- 7.4 Describe the procedures for security and safekeeping of records. If the institution stores records on computer disk, microfilm, microfiche or any other method of records storage, describe how the institution will ensure that its students' records will be protected from loss or damage, as described in CCR §73910 (c).
- 7.5 Complete the Custodian of Records/Student Complaints Designee, Form 2 in the Form section Part C.

Section 8: STUDENT SERVICES

CEC §94802 (a) (2); CCR §73300, 73330

- 8.1 Describe the available student services, if any, including provisions for academic counseling, tutorial programs, and textbook purchases.
- 8.2 Describe the job placement assistance available to students, including the amount of staff time allocated to job placement assistance, a description of the resources utilized, and any special services offered to students seeking employment.

Section 9: ADMISSION STANDARDS AND GRADUATION REQUIREMENTS

CEC §94723, 94865, 94872, 94875, 94915 (b), 94800 (b); CCR §73220, 73240, 73360, 73750

- 9.1 State the minimum level of education and preparation required for admission.
- 9.2 Describe the grading standards, scholastic regulations, attendance policies, and dismissal and suspension policies.
- 9.3 Describe the graduation requirements for each course.
- 9.4 If home study or correspondence instruction is offered, describe the attendance and student course assignment schedules.
- 9.5 Institutions offering courses that must comply with Article 7:
 - A. Describe the test(s) used to measure the student's ability to be successfully trained to perform the tasks associated with the occupations or job titles to which the course of instruction is represented to lead.
 - B. State the minimum score, if any, which the test's developer indicates a prospective student must achieve to demonstrate an ability to be successfully trained to perform the tasks associated with the occupations or job titles to which the course is represented to lead.
 - C. State the minimum passing score used by the institution.
 - D. If the institution accepts a lower minimum passing score than is indicated by the test's developer, state an explanation of why the institution accepts a lower minimum passing score.
- 9.6 Institutions that offer instruction in English as a Second Language:
 - A. If ESL instruction is tied to the student's enrollment to receive another educational service, please explain the enrollment requirements.
 - B. If ESL instruction is offered before or at the same time as another course in the English language, specify and describe the test used to determine whether the student:

1. Has attained adequate proficiency in written and spoken English to comprehend instruction in English.
 2. Can be successfully trained by English language instruction to perform the tasks associated with the occupations or job titles to which the educational service is represented to lead.
 3. Has attained a level of proficiency in English reasonably equivalent to the level of English in which the licensure examination is offered.
- C. If the institution offers ESL instruction to students who need ESL instruction to use already existing knowledge, training, or skills.
1. Describe how the institution documents that ESL instruction is necessary to enable those students to use their existing knowledge, training, or skills.
 2. Specify and describe the test used to determine whether students have attained adequate proficiency in written and spoken English to use their existing knowledge, training, or skills.

Section 10.1: STUDENT PROTECTION (Schools subject to Article 7 (Maxine Waters Act.)

CEC §94810, 94816 (a-e), 94820, 94859, 94860, 94866, 94867, 94868, 94869, 94870, 94871; CCR §73170

IMPORTANT NOTICE:

IF THE INSTITUTION IS NOT EXEMPT FROM ARTICLE 7 (MAXINE WATERS ACT) THEN COMPLETE SECTION 10.1.

IF THE INSTITUTION IS EXEMPT FROM ARTICLE 7 (MAXINE WATERS ACT) THEN COMPLETE SECTION 10.2.

10.1 Institutions Subject to Article 7 submit copies of the following pre enrollment disclosure forms and the enrollment agreement:

- A. Notice of Student Rights, §94866.
- B. Notice of Cancellation, §94867 and §94868.
- C. Notice of Refund, §94869.
- D. Refund tables displaying the amount of refund at 10%, 25%, 50%, 60%, and 75% for each course offered, §94859 (a) (6).
- E. Completion and placement data (Performance Fact Sheet) for each course, and information that substantiates these claims §94859 (a) (2) (A) & (B); or if course has been offered for less than a year, the statement in §94859 (a) (3), §94816.
- F. Student enrollment agreement or contract forms complying with §94859 (a) (1), §94871, & §94810.

- G. Instruments evidencing indebtedness §94859 (a) (5).
- H. Information to substantiate any salary claims §94859 (a) (2) (D).
- I. Information about licensure and exam passing rates §94859 (a) (2) (E).
- J. Disclosure statement of state-established class requirements for licensure, and if the course differs from those requirements. §94859.
- K. Information about repayment and default of student loans §94859 (a) (5) (A) (B).
- L. Statement that the institution has filed bankruptcy, if applicable §94859 (a) (5) (D). Refer to the Student Protection Information Form 5 in the Form section Part C, for directions on how to complete these forms.

10.2 Institutions Subject to Article 6, DO NOT COMPLETE THIS SECTION IF YOU COMPLETED SECTION 10.1. The following are the requirements for institutions subject to Article 6, §94800:

- A. Current schedule of charges, with their charges explained, §94825.
- B. Cancellation and refund policies, §94820, 94822, 94823, 94824.
- C. Enrollment agreement or student contract forms and instruments evidencing indebtedness §94810.
- D. This item applies to all other institutions except new institutions and institutions adding a new course. If the course of study prepares students for a particular vocation, a school performance fact sheet that complies with §94816 (a-c).

<p>Section 11: CATALOG AND OTHER PUBLICATIONS</p>
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<p>CEC §94814, 94859, 94831, 94802, 94832; CCR §73190, 73320, 73750, 73760, 74140</p>

- 11.1 Submit a current catalog as described in CCR §73750, §74310 and complete the Catalog Certification, Form 3 in the Form section Part C.
- 11.2 Submit representative copies of advertising and other statements disseminated to the public in any manner by the institution or its representatives. Refer to §94832 (g) & (i) and §94831 for advertising guidelines.

INSTRUCTIONAL CLOCK HOUR DISCLOSURE – FORM 1

School Name

School Code

Accrediting Association

Date of last accreditation visit

Course Title

Total Instructional Clock Hours/Course Length (Weeks)

CIP Codes

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Instructional Clock Hours	Total Credit Units

*Leave blank if you do not know the CIP Code.

INSTRUCTIONAL CLOCK HOUR TO CREDIT CONVERSION: The formula used to calculate the number of (check one) _____ quarter units or _____ semester units is as follows:

one credit= _____ lecture hours one credit= _____ laboratory hours one credit= _____ practicum hours
(internship/externship)

CATALOG CERTIFICATION – FORM 3

School Name

School Code

Each institution must provide to students and other interested persons prior to enrollment a catalog or brochure containing at a minimum the information contained in Education Code §94800 and §94859 and Regulations §73750. Instructions: For each item, indicate the page number where the information is printed in the catalog. Attach this form to the catalog. Schools must consider these requirements when planning their catalog.

CATALOG REQUIREMENTS

PAGE NUMBER(s)

1. A description of the instruction provided under each course offered by the institution. 1. _____
2. The number of credit or clock hours of instruction or training. 2. _____
3. The occupations, if any, to which the course is represented to lead. 3. _____
4. A description of the faculty, and their qualifications. 4. _____
5. The attendance, tardiness, dropout, and leave-of-absence policies. 5. _____
6. The grading and student assessment policy, and rules of operation and conduct. 6. _____
7. The schedule of tuition, fees, and all other charges and expenses necessary for the term of instruction and the completion of the course of study, including the cost of equipment. 7. _____
8. The total cost of tuition over the entire period. 8. _____
9. The cancellation and refund policies and rights. 9. _____
10. A description of the student's rights under the Student Tuition Recovery Fund established pursuant to §94944. Suggested text is printed on Form 4. 10. _____
11. For institutions which participate in federal and state financial aid programs, all consumer information which the institution is required to disclose to the student. 11. _____
12. A student complaint procedure that complies with the provisions of §73770 of the regulations. 12. _____
13. The specific beginning and ending dates defining the time period covered by the catalog. 13. _____
14. The institution's policy concerning: admission requirements including the minimum levels of education required; entrance testing requirements, if applicable; attendance and student assignment schedules for home study or correspondence instruction, if applicable; policies regarding record retention, and; school location. 14. _____
15. A statement whether the institution provides English-as-a-second language instruction. 15. _____
16. All other material facts concerning the institution and the program or course of instruction which are reasonably likely to affect the decision of the student to enroll, as prescribed by rules and regulations adopted by the Bureau. State the fact(s) disclosed. 16. _____
17. The cosmetology school catalog requirements described in §73760 of the Regulations. 17. _____

Signature, Title

Date